



Effective Teams Phase II: Group A/B Training

Training Design Plan

Thursday, December 05, 2002

Time	Topic	Delivery Approach	Who	Materials
1:00-1:15 15 minutes	Welcome/ Introduction/ Purpose / Objectives	<ul style="list-style-type: none"> Pass out Survey/ Welcome- 5 Opening- Chuck- 5 Vision- 5 	<ul style="list-style-type: none"> Chuck Chuck Chuck 	Poster- Learning Objectives
1:15-1:40 25 minutes	Phase II Overview	<ul style="list-style-type: none"> Watch <i>Money Pit</i> segment- 5 Brainstorm elements of a well run project- 10 Present "What makes a project successful" poster- 5 Present "Tools" poster- 5 	<ul style="list-style-type: none"> Ryan Ryan Ryan Chuck 	Video, TV, VCR Poster- "What is a project, why projects fail" Poster- Tools Poster- "Brainstorm successful project"
1:40-2:10 30 minutes	Project Management Overview	<ul style="list-style-type: none"> Present Covey Project Management Steps-15 w/ Thanksgiving example-5 Introduce workplan and timeline-5 Present Pilot Team Samples-5 	<ul style="list-style-type: none"> Ryan Chuck Chuck 	Poster- Covey Steps (x4) Envelops- ea. Thanksgiving step (x4) Samples- workplans & timelines
1:45-2:15 30 minutes	Status Reporting	<ul style="list-style-type: none"> Present "Why are we doing this?" Discuss roles / responsibilities Discuss how Chuck & Ryan will work with team leads Activity: "The teenage status report" Debrief 	<ul style="list-style-type: none"> Ryan Chuck Ryan All Ryan 	Poster- Why Status Reporting? Poster- Roles/ Responsibilities Sample- Status Report
3:50-4:00 10 minutes	Team Goals for Phase II	<ul style="list-style-type: none"> Hand out Effective Teams Timeline- 5 Hand out goal sheet 	<ul style="list-style-type: none"> Ryan Chuck Chuck Chuck 	Poster- Expectations Poster- Agreements Goal sheet Timeline Handout

"Teenage Status Report" Activity

1. Solicit volunteers (parent, teenager #1, teenager #2)
2. Act 1: Parent and teen #1 act out a typical conversation when neither person knows what to talk about.
3. Act 2: Parent uses Status report to find out about events going on in the teen's life.